**Flipcharts**

**Adding Multimedia**

To Insert a PDF file:

1. File (from top toolbar) Import- PDF
2. Browse for the file and click open
3. Can enlarge print of PDF- Go to Best Fit on the top right corner.

To Insert a PowerPoint Presentation:

1. File (from top toolbar) Import
2. PowerPoint as Image- You will not be able to edit the PowerPoint
3. PowerPoint as Objects- You can edit the PowerPoint
4. Browse for the file and click open

To Insert Photos:

1. Click on Insert (from top toolbar) Media
2. Browse for the file and click Open
3. OR- Find an image in Resource Browser and drag to flipchart
4. OR Use the camera tool to a take a picture

To Insert Video:

1. ActivInspire accepts PhotoStory files, MovieMaker files, Quicktime files, WMV files, and .xvid files.
2. ActivInspire does not accept Flipcam videos. (AnyVideoConverter is a free and easy to use converter.)
3. Click on Insert (from the top toolbar) Media
4. Browse for the file and click Open.
5. The movie will automatically begin playing.

To make adjustments to your movie:

1. Click the Design Mode button ( top right hand side) so that it is red.
2. Select the movie
3. Click on Property Browser. Scroll down to Multimedia. True means yes and False means no.
   1. Loop- true- plays over and over
   2. Autoplay- true- will automatically start when you go to that slide
   3. Hide controls- true- loose the bottom toolbar
   4. Transparent- true- see background

To add a sound file:

1. Click Insert (from the top toolbar) Media
2. Browse the file, select the file and click open.
3. An action button will be created to open the sound file
4. When you click on the action button, it will play the sound file.
5. Accepts: .mp3, .wma, .wav, .snd, .au, .aif, .aiff, .cda, .mid, .rmi, and .midi.

To add a sound from the Resource Browser:

1. Select a sound file from Resource Browser.
2. Drag the file from the Resource Browser to the flipchart Slide

Hiding the Sound Controller

* 1. File- Settings- Settings Tab-
  2. Multimedia. Check/Uncheck Show Sound Controller.

Using the Screen Recorder:

1. It is a good idea to first change the settings, before recording. File-Settings- Recording-
2. Tools (from the top toolbar) More Tools- Screen Recorder
3. Click the Screen Recorder tool.
4. Click the red Record button and type a filename in the Save As window. Click Save.
5. The red Record button will begin blinking to indicate that it is recording.
6. Click Stop (black square) button to stop recording.

Insert your multimedia as a link

1. Copy and Paste the URL
2. Insert- Link
3. Browse for the file, select the file and click Open.
4. A popup will ask you how you want to add your link…An Image Icon is better than an Action Object

Insert Animated Gif’s

<http://www.gifs.net/gif/>

1. To Save Gif, Click the Gif…Save As Target
2. Insert- Media- Find File